

Go to JoinGoToMeeting.com

In “Meeting ID” type in the 9-digit number emailed to you by the Auditing Department Personnel and press “continue”

GoToMeeting® Online Meetings Made Easy™

Join the Meeting

To connect to an online meeting, enter the meeting ID provided by the meeting organizer.

Meeting ID

Continue

Join the Meeting
FAQs
Attendee Quick Reference Guide (PDF)
Contact Help

Want to hold your own online meetings? [Sign up for a 30-Day FREE TRIAL of GoToMeeting](#)

Follow the steps clicking “yes” or “always”

GoToMeeting® Online Meetings Made Easy™

Joining Meeting...

You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.

Click "Yes" or "Always" if prompted.

Need Help?
If GoToMeeting does not start within one minute, click "Open" when prompted. (You may be asked twice.)

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Warning - Security

Do you want to accept the certificate from web site "www2.gotomeeting.com" for the purpose of exchanging encrypted information?

Publisher authenticity verified by: "VeriSign, Inc."

The security certificate was issued by a company that is not trusted.

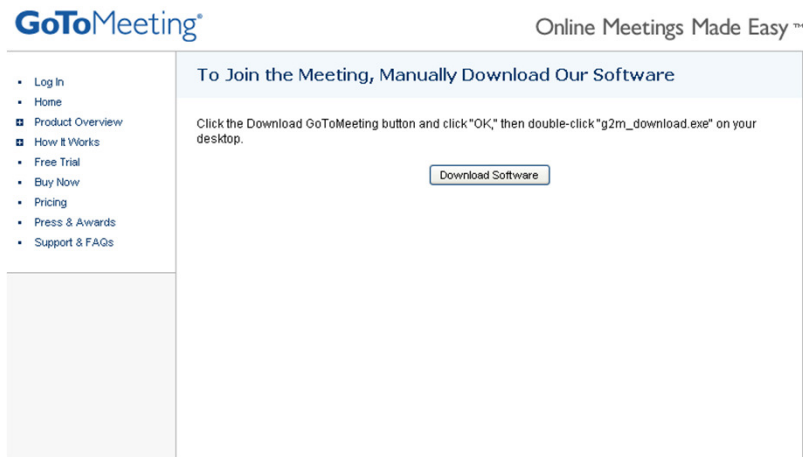
The security certificate has not expired and is still valid.

Caution: "www2.gotomeeting.com" asserts that this content is safe. You should only accept this content if you trust "www2.gotomeeting.com" to make that assertion.

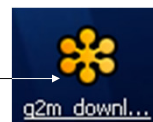
Yes No Always

More Details

Download Software



In your desktop you will see this icon.



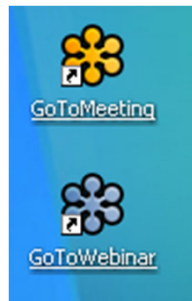
Double click on it and you'll see the "open file" box:

Click Run

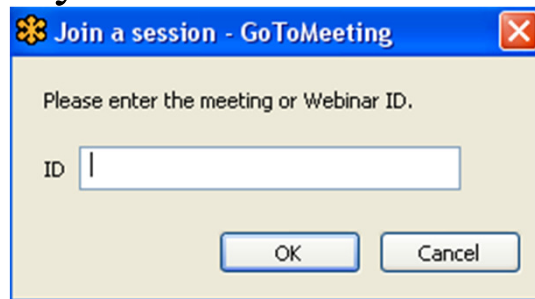


NOTE: You only need to run this Application once.

After Application is installed,
click on your GoToMeeting
desktop icon

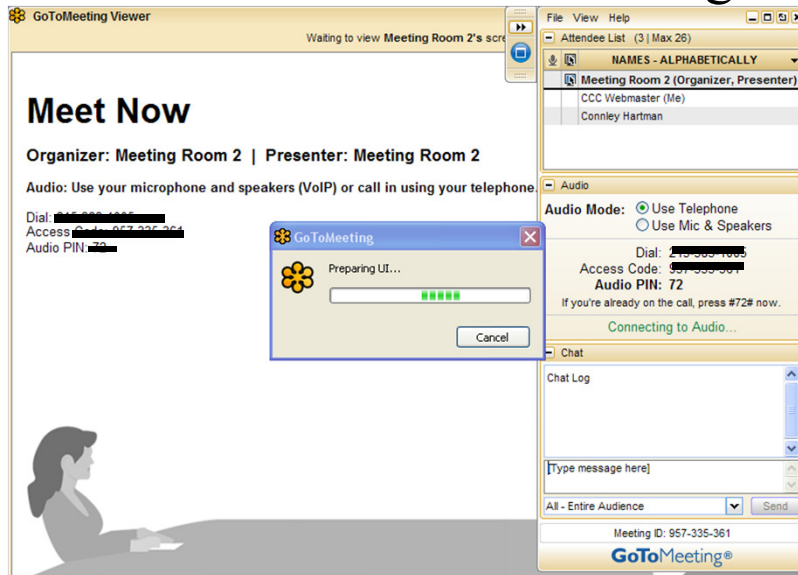


You'll see the "join a session" box.
Enter the 9-digit number e-mailed to
you then click "OK"



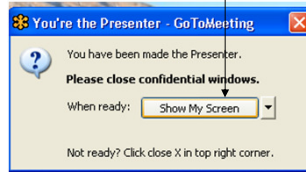
NOTE: The 9-digit number changes every time
we set up a new meeting.

You are now in the meeting

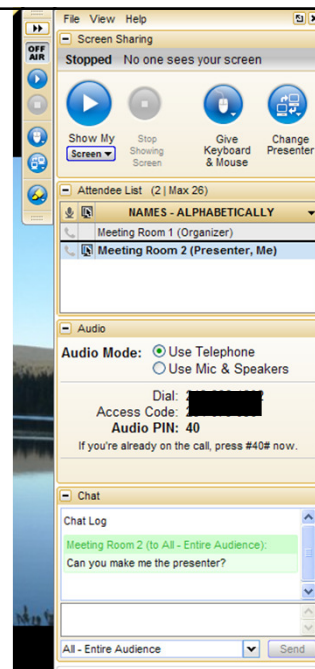


Auditing Department Personnel working in your computer:

When Auditing department personnel makes you the presenter, You'll see the following box: click the "Show My Screen" button



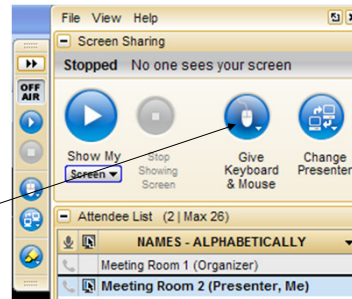
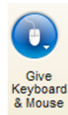
This way, Auditing department personnel will be able to see your screen.



Give Keyboard & Mouse

For Auditing department personnel to work in your computer, you will need to give us control over your keyboard and mouse.

Do so by clicking

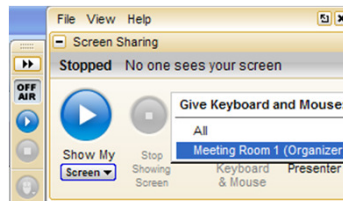


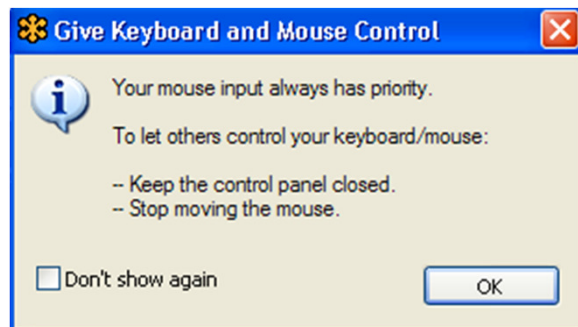
Give Keyboard & Mouse

You will see either:

“Meeting Room 1 (Organizer)” or

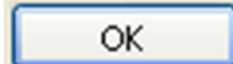
“Meeting Room 2 (Organizer)” Click on it





You'll see the above message. It's up to you
to click "Don't show again"

Click

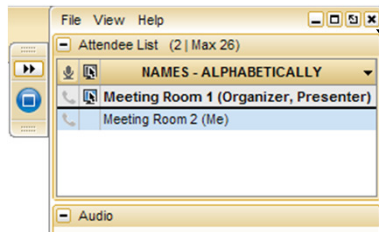
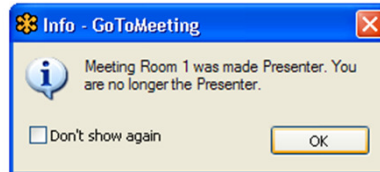



Auditing Department Personnel will be able to
see your screen and work in your computer,
while you are able to follow along.

Do not move your mouse or touch your
keyboard, as this will disable our capability to
work on your computer.

Closing GoToMeeting

After Auditing Department Personnel finishes working in your computer, you will see “Info-GoToMeeting” box



To close the program just click the  button in the right top corner.